

PUBLIC SERVICE COMMISSION OF SC
VACANCY ANNOUNCEMENT
Non-Merit Agency

September 5, 2007

CLASS TITLE: Accountant/Fiscal Analyst II	BAND: 05
CLASS CODE/SLOT: AD22/0001	POSITION NO: 048283
BAND RANGE: \$29,975-\$55,461	HIRING RANGE: \$35,000-\$45,000
STATUS: Permanent/Full-time	OFFICE HOURS: 8:15-4:45 Mon-Fri
LOCATION: Columbia	DEPARTMENT: Administrative

Application Deadline: September 19, 2007

DESCRIPTION OF POSITION: Process all contingent and travel vouchers, interdepartmental vouchers, and journal entries. Prepare monthly reports for the MBE and reconcile reports and bills from EIP, Comptroller General, State Treasurer's, SCRS and other external reporting. Ensure records are maintained in accordance with generally accepted auditing standards. Prepare annual closing packages and resolve accounting discrepancies. Ensure financial transactions submitted to the Comptroller General's Office are in compliance with all applicable rules and regulations. Pre-audits all appropriation/cash transfers and journal vouchers submitted by agency prior to being input into BARS. Post agency budget to BARS and monitor daily accounting activity to ensure compliance with the General Appropriation Act and all other applicable rules and regulations. Maintain financial data bases and manual filing systems. Establish and maintain appropriate internal controls. Interact with internal and external auditors in completing audits. Maintain regular contact with Commissioners and managers to obtain and convey information and/or to correct transactions. Maintain inventory record of fixed assets, performs annual inventory and reconcile physical inventory with BARS. Coordinate with SC Surplus Property Office the disposal of surplus property and equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, practices, theories and terminology of accounting, auditing, banking, budgeting, financial management including Generally Accepted Accounting Principles. Knowledge of automated financial reporting systems, fiscal and accounting processes, modern office practices and procedures, and federal and state financial regulations. Ability to interpret financial data, records and reports. Require excellent written and verbal communication and interpersonal skills.

MINIMUM TRAINING AND EXPERIENCE: A Bachelor's Degree, nine (9) semester hours of accounting coursework and three (3) years of professional-level

experience in business management, public administration, auditing or accounting. Competent knowledge of Microsoft Office Suites, BARS and STARS.

PREFERRED QUALIFICATIONS: Experience in State Government accounting systems.

APPLICATION PROCEDURE: Interested persons meeting the required qualifications must submit a State of South Carolina Application for Employment addressing specific qualifications for this position accompanied by a college transcript. Resumes will not be accepted in lieu of the employment application. Applications may be completed online at jobs@sc.gov and emailed to Carolyn Nelson at carolyn.nelson@psc.sc.gov. or by mail: Public Service Commission, Carolyn Nelson, P. O. Drawer 11649, Columbia, SC 29211 or by fax: (803) 896-5246.

This Agency is an Equal Opportunity and Affirmative Action Employer